



**State of Connecticut**  
*Department of Social Services*  
3580 Main Street λ Hartford, Connecticut 06120

**Posting Date: 10/31/2006**

**Closing Date: 11/14/2006**

**FOR DSS EMPLOYEES ONLY**

**ANTICIPATED VACANCY NOTICE**

**ELIGIBILITY SERVICES SPECIALIST**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

THE DEPARTMENT OF SOCIAL SERVICES (DSS) IS PRESENTLY RECRUITING TO FILL **ELIGIBILITY SERVICES SPECIALIST** POSITION(S) LOCATED IN THE **HARTFORD, MANCHESTER, NEW BRITAIN, AND WILLIMANTIC OFFICES** OF ITS NORTHERN REGION.

<b>POSITION(S):</b>	<b>Eligibility Services Specialist</b>	
<b>OPEN TO:</b>	<b>Department of Social Services Employees Only</b>	
<b>BARGAINING UNIT:</b>	<b>Social and Human Services (P-2)</b>	
<b>SALARY RANGE:</b>	<b>\$47,491 .00 - \$59,302.00 (SH 20)</b>	
<b>LOCATIONS:</b>	<b>3580 Main Street Hartford, CT</b>	<b>699 East Middle Turnpike Manchester, CT</b>
	<b>270 Lafayette Street New Britain, CT</b>	<b>676 Main Street Willimantic, CT</b>

**THESE POSITIONS MAY BE USED TO FILL VACANCIES IN ANY OF THE ABOVE LISTED OFFICES, OR TO FILL VACANCIES IN ANY OUTSTATIONED HOSPITAL OR LONG TERM CARE FACILITY.**

**EXAMPLE OF DUTIES AND RESPONSIBILITIES – ABOVE OFFICE LOCATIONS:**

Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current projected needs; provides technical and procedural support to staff; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials such as third party providers, social services agencies and attorneys regarding unit policies and procedures, makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with Eligibility Services Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit workflow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; facilitates the resolution of systems data problems; provides eligibility services and/or vocational services to clients assigned to individual caseload; conducts in-depth interviews with applicants experiencing difficulty in meeting program eligibility requirements; evaluates clients' financial needs and stabilizes economic situation by providing necessary assistance and services; periodically reviews eligibility to ensure correct benefits level; may be responsible for agency components of client independence plans; conducts comprehensive social services assessment to identify potential barriers to employability; provides necessary eligibility, employment and supportive services to reduce barriers and promote self sufficiency; may provide client orientation to agency programs and support services, monitors client progress with employability plan and takes appropriate actions including conciliation and/or sanctioning; may make presentations within agency and/or community.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES – OUTSTATIONED HOSPITAL POSITIONS:**

Plans workflow and determines priorities; responsible for determining eligibility for patients who qualify for various agency programs (Title 19, Aid to the Aged, Disabled, TFA, Food Stamps, etc.); acts as liaison with operating unites, agencies and outside officials such as third party providers, social services agencies and attorneys regarding agency policies and procedures; carries a caseload similar in nature to those of eligibility Services Workers; conducts in-depth interviews with applicants experiencing difficulty in meeting program eligibility requirements;

processes complex public assistant cases; testifies in court on cases involving claims for reimbursement and determines appropriate actions to enforce compliance with court orders may obtain administrative approval process unusual problematic assistance requests non-recurrent expenses; or requests for diversion of income.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES – OUTSTATIONED LONG TERM CARE FACILITY POSITIONS:**

Plans workflow and determines priorities; responsible for determining eligibility for long term care facility residents who qualify for various agency programs (Title 19, Aid to the Aged, Disabled, TFA, Food Stamps, etc.); charged with independently determining re-determination and interim change procedures for community based services waiver and long term care facility cases; knowledge of the assessment process for applicants and clients with a community spouse to determine the community spouse's protected amount, community spouse disregard and diversion of income to the community spouse and family; thorough knowledge of transfer of asset policies and the "look back" and penalty periods; acts as a liaison with operating units, agencies and outside officials such as third party providers, social services agencies and attorneys regarding agency policies and procedures; carries a caseload similar to those of Eligibility Services Workers; conducts in-depth interviews with applicants and clients experiencing difficulty in meeting those eligibility requirements; processes complex public assistance cases; testifies in court in cases involving claims for reimbursement; determines appropriate actions to enforce compliance with court orders; may obtain administrative approval to process unusual or problematic assistance requests non-recurrent expenses; or requests for diversion of income.

**EXPERIENCE AND TRAINING:**

General Experience:

Six (6) years of experience in the determination of client eligibility for public assistance.

Special Experience:

One (1) year of the General Experience must have been at the level of Eligibility Services Worker.

College Training:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related area may be substituted for one (1) additional year of the General Experience.
3. One (1) year as an Eligibility Services Worker may be substituted for General and Special Experience.

**APPLICATION PROCEDURE:** Applications will be accepted from candidates who have taken and passed the examination for Eligibility Services Specialist (Examination Number 060790) and currently are eligible for appointment, or the positions may be filled by candidates on current Reemployment/SEBAC lists to whom we are obligated to give priority consideration. State employees currently holding the above title or those who previously have attained permanent status in this class may apply for a lateral transfer.

Candidates should forward a **COMPLETED, ORIGINAL** State Employment Application (Form PLD-1), which can be downloaded from the State of Connecticut's Department of Administrative Services Website at [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS) to:

**CONTACT PERSON:** Ms. Delores Atwater  
Human Resources Assistant  
Department of Social Services  
3580 Main Street  
Hartford, CT 06120-1187  
FAX #: (860) 566-1768

**APPLICATIONS MUST BE RECEIVED BY NOVEMBER 14, 2006 CLOSE OF BUSINESS**

The Department of Social Services is an Equal Opportunity / Affirmative Action Employer